

JOB ANNOUNCEMENT

POSITION: INFORMATION SYSTEMS MANAGER - Law Enforcement/Judicial Posting# 2033-0416md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 56; \$72,306 annually

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: March 29, 2016

CLOSING DATE: April 12, 2016

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under minimal direction of the department head, reviews, analyzes, modifies, designs, and implements applications including encoding, testing, debugging, documenting, specification writing, installation and training. Coordinates the implementation of the Utah County Law Enforcement/Judicial/Security and related information technology systems including acting as a Project Coordinator and System Administrator for purchased software systems and packages, as well as functioning as a Systems Analyst/Programmer designing, developing, and maintaining custom application software and developing methods and procedures for integrating and consolidating data and data access across these systems.

DUTIES INCLUDE:

Manages the implementation of various Law Enforcement, Judicial and Security-related systems including Computer-assisted Dispatch (CAD), Records Management & Report Writing Systems (RMS), Jail booking, Medical, Dental, Inmate Movement, Pay-To-Stay, Work Release, Warrants, Animal Control, and other security systems.

Coordinates data exchange between various disparate systems including all Utah County local law enforcement systems, the State of Utah law-enforcement network, NCIC, NLETS, BCI and others.

Performs system administrator duties on assigned hardware and application systems and monitors assigned systems to diagnose problems.

Supervises and directs the activities of System Analysts, Programmers and other department personnel as assigned.

Prepares and conducts performance appraisals on assigned personnel.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: Object-oriented programming; Oracle Relational Database technology; Personal computer systems including Windows, Networks, Servers, etc.; UNIX Systems; Microsoft Windows, scripts and API's; Open client/server programming, architecture, Windows NT servers and workstations; PC networking and server technology; Law enforcement, judicial and security procedures and practices; Data backup and recovery systems such as Symantec Netbackup, etc.

Skill in: Project and team leadership; Systems design and programming including knowledge of Power Builder, Visual Basic, C, JavaScript, or similar object-oriented development languages; Designing and maintaining databases. Troubleshooting computer hardware and software problems; Communicating technically complex information; and Meeting and dealing with the public effectively.

Ability to: Perform system administrator duties; Set own priorities and work with minimal supervision; Analyze user needs and convert requirements into computer-based procedures and systems; Maintain cooperative relationships with those contacted in the course of work activities and Supervise and direct the work of others.

REQUIREMENTS FOR EMPLOYMENT:

Equivalent to a Bachelor's degree in computer programming or a closely related field; and five (5) years of computer programming experience including the performance of system administrator duties. Preference may be given to applicants with supervisory experience. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.